

## Section 106 Checklist for Historic Buildings/Structures

Section 106 of the National Historic Preservation Act of 1966 requires every federal agency to take into account how its project activities will affect historic properties and, as part of the review, to allow the State Historic Preservation Officer (SHPO) an opportunity to provide comment. Common activities include construction, rehabilitation, demolition, licensing, permitting, transfer of federal property, etc. State and local governments using federal assistance are also required to comply with Section 106 Review. Providing the following will expedite the ability of the SHPO to comment:

### Cover Letter

Within the Cover Letter, please provide the following:

- Identification of the applicant and the agency/program involved
- A detailed project description that specifies all project components
- The project's location: specific address(es) and/or a written description of the project's area of potential effects (the APE is the geographic area within which an undertaking may directly or indirectly cause alterations to any potential historic buildings/structures).
- Construction dates for buildings/structures within the project boundaries and determine if any properties are listed or are eligible for listing on the National Register of Historic Places. Properties already listed on the National Register are, of course, "eligible." Properties not listed are potentially eligible if they meet the following basic criteria:
  - Age – 50 years old or older, and
  - Integrity – Retain most of their original appearance without major changes to the structures.
- Written determination of the project's effect on historic properties. Effect refers to the impact the work being funded will have on the structure. Three common effects are:
  - No Historic Properties Affected: Only minor changes are being proposed that will not impact the character or architectural integrity of the building (minor repairs, painting, plumbing, electrical, bathrooms, etc.), or if it is found that no historic properties are present within the project boundaries/APE.
  - No Adverse Effect: More substantial work is being proposed (replacing windows, porches, changing walls, additions, etc.), but the work meets the Secretary of the Interior's Standards for Rehabilitation (Standards).
  - Adverse Effect: Work which will damage or diminish the historic integrity of the historic structure (work that does not meet the Standards—including the application of synthetic siding, incompatible additions, inappropriate door or window replacement, demolition, etc.).

### Attachments

In addition to the cover letter, please attach the following with your submission:

- USGS 7.5 topographic map and/or formal city map denoting the project location.
- Clear and current photographs of the exterior of any structure to be impacted by the project.

- If available: architectural drawings, plans, or specifications.
- For projects that include a large area or corridor that have the potential to impact numerous historic buildings and structures, a Reconnaissance Level Survey is recommended.
- Optional – a completed Intensive Level Survey form.

#### Time Frame

- The SHPO has 30 days after receiving the agency's letter, attachments, and finding/determination (adequately documented) to provide comment.

#### Contacts

Need more information about Section 106 or historic buildings/structures?

Please contact:

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 Preservation Planner  
 Utah Division of State History  
 300 Rio Grande  
 Salt Lake City, Utah 84101  
 Phone: (801) 533-3561  
 E-mail: clhansen@utah.gov  
 Fax: (801) 533-3503

For UDOT-related projects, please contact:

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 Architectural Historian/National Register Coordinator  
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Archaeology:

**If the project is disturbing the ground or has the potential to impact archaeological resources, please contact:**

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 Deputy State Historic Preservation Officer/Archaeologist  
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